

2 September 1964

Mr. Brock Arns, President
Interior Space Design, Incorporated
309 West Jackson Boulevard
Chicago, Illinois

Subject: Contract No. XC-2548/4

Dear Mr. Arns:

Please proceed with Task Order No. 16 as follows:

Project

Development of Standards for the Selection and Use of
Furniture, Furnishings and Equipment
Location - CIA Headquarters Building, Langley, Virginia

Scope of Work

Set standards for the construction, selection, use, and layout of furniture, accessories, rugs, carpets, upholstery fabrics, and materials, bulletin boards, mounting boards, costumers, and telephone booths.

1. Executive Office Space

a. Utilize standard federal specification furniture and furnishings as provided in the Federal Supply Schedules for the selection of standards for furniture and accessories in executive offices and related secretarial and reception areas. Standards are to be developed for the selection of traditional and contemporary furniture and accessories.

b. Prepare layouts of furniture and accessories in various size executive private offices using the standard furniture and accessories selected above.

c. Select upholstery materials and color for furniture consistent with the following factors:

1) Size of executive offices. Assume executive offices to be 150, 200, 225, 300 and 375 square feet.

2) Color of executive office entrance door. Prepare a presentation indicating the twelve possible basic color applications to each office entrance door.

Mr. Brock Ames, President, I. S. D., Inc.

3) Relate to each door potential color, the generation of the various color selections of upholstery determined by the basic color schemes of complimentary, analogous, monochromatic, etc.

4) Relate each color scheme combination to each of the upholstery materials, i. e., nuphide, leather, and fabric.

2. Executive Conference Rooms and Reception Areas

a. Prepare layouts of contemporary and traditional furniture and accessories in executive size conference rooms and typical size executive reception areas. Assume executive conference rooms of 200, 225, 300, 375, 400, 500 and 600 square feet. Assume executive reception areas of 150, 200, 225, 300, 375, 400 and 500 square feet.

b. Relate furniture, accessories, and upholstery color selection to the twelve potential entrance door colors, and the sizes of rooms indicated above.

3. Executive Rugs and Carpets

a. Select and specify quality and type of rugs and carpets to be used in all executive space, reception rooms, and lounges.

b. Determine modular size rugs to fit in all size executive offices.

4. Bulletin Boards and Mounting Boards

Prepare design drawings for bulletin board and mounting board construction and surface covering. Indicate variable modular sizes for both bulletin and mounting boards.

5. Costumers

Prepare design drawings for housing six and twelve man costumers. Indicate construction details and material use.

6. Telephone Booths

Prepare design drawings for housing of public telephone booths.

Mr. Brock Arns, President, I. S. D., Inc.

Fees

It is agreed that your fees for this Task Order are included in your charges for Task Orders 1 through 7.

Completion Date

It is agreed the documents and drawings shall be completed and submitted on 15 January 1965.

Sincerely,

[Redacted Signature]

Contracting Officer

Distribution:

Orig. and 1 - Addressee

1 - FAC

1 - [Redacted]

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1 - Fin/C & L

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